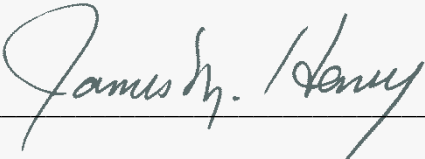
	POLICIES AND PROCEDURES State of Tennessee Department of Intellectual and Developmental Disabilities	Policy #: 30.1.2	Page 1 of 3
Policy Type: Administrative		Effective Date: October 10, 2012	
Approved by:  Commissioner		Supersedes: #104 Last Review or Revision: October 5, 2012	
Subject: POLICY COMMITTEE			

- I. **AUTHORITY:** Tennessee Code Annotated 33-1-309, Tennessee Code Annotated 33-5-108, Tennessee Code Annotated 4-3-2708.
- II. **PURPOSE:** The purpose of this policy is to define the role and responsibilities of the policy committee and associated workgroups.
- III. **APPLICATION:** This policy applies to members of the policy committee and associated workgroups.
- IV. **DEFINITIONS:**
 - A. **Policy Author** shall mean the policy division staff member responsible for writing the policy. This staff member is responsible for composition and facilitation of the workgroup developing a draft of a new policy or a revision to an existing policy. This person is also responsible for presenting the policy draft to the Policy Committee.
 - B. **Policy Committee** shall mean the group of DIDD staff members appointed by the Deputy and Assistant Commissioners to review and make recommendations to the Commissioner regarding approval of DIDD policies.
 - C. **Policy Workgroup** shall mean the group of knowledgeable programmatic staff who are selected to participate in the development of new or revised departmental policy, procedure, or guiding document.
 - D. **Substantive change** shall mean all revisions to policy other than “housekeeping” (e.g., reformatting, pagination, spelling, and grammar).
- V. **POLICY:** The department shall ensure that policies are developed and implemented in a manner consistent with person-centered practices. Furthermore, policies shall be developed in partnership between policy division staff and department program staff that have expertise in and responsibility for operational content of policies, procedures, and other guiding documents.

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VI. PROCEDURES:

A. Policy Committee Members

1. The director of the policy division (or designee) shall chair the policy committee. The policy committee shall consist of DIDD staff and include twelve (12) standing members; however, the meetings are open to all interested staff. Regular membership shall include one (1) appointed member representing the following units:

- a. Civil Rights
- b. Fiscal Services
- c. General Counsel
- d. Health Services
- e. Program Operations
- f. Protection from Harm
- g. Quality Management
- h. Regional Offices
- i. Risk Management
- j. Special Services

Each division director shall ensure representation at the meetings by attending or delegating a designee to attend.

2. The policy committee chair shall invite ad hoc members to attend if their input is required based on policy content that affects their area of expertise. Those members may include, but are not limited to, staff from the following units:
 - a. Human Resources
 - b. DIDD Intermediate Care Facilities for persons with Intellectual Disabilities
 - c. Advocacy
 - d. Communications and External Affairs
 - e. Information Systems
 - f. Bureau of TennCare

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B. Policy Committee Meetings

1. The policy committee shall meet at least monthly if there are documents to review. The policy committee may schedule ad hoc meetings if necessary.
2. The policy division shall submit the meeting agenda and documents for discussion to the committee members at least ten (10) business days in advance of the monthly meeting. The policy division may distribute agendas and documents for discussion at ad hoc meetings with less notice.
3. The policy author shall present the draft policy to the policy committee. The presentation shall include relevant information such as historical information, evidence of person-centeredness, and best practices.
4. The committee shall comment on all aspects of the policy including but not limited to content, organization, and accompanying forms. The meeting minutes shall include the committee's recommendations for further action.

C. Policy Committee Recommendations

1. Upon concluding its policy review, the policy committee shall recommend one of the following actions:
 - a. Approve the policy without any changes.
 - b. Approve the policy with non-substantive changes. The policy author shall make the changes and prepare the final document.
 - c. Return the policy to the policy author and policy workgroup for substantive changes.
2. If the policy committee is unable to agree on its recommendation(s), the committee shall consult the Deputy Commissioner of Policy and Innovation for a final recommendation.
3. The policy committee shall document the Deputy Commissioner's final recommendation in the minutes.

VII. Attachments: None